CAMS Document Level Adjustment Form

For Use with PM006 Advice of Corrections Screen

Adj #	F R / T O	Oblig Doc Number	Doc Type	Source Ref No	AP Trans No	Item No	FCFY	Project/Task	Organization	Obj Class	Amount

Reason for Adjustment(s)/Notes

Approved by: _____ **Date:** _____ **Phone #** _____

CAMS Document Level Transaction Adjustment Form Instructions

This form is used to initiate/authorize Accounting Code Classification Structure (ACCS) adjustments or corrections to *paid* expense transactions at the document level charged to the current Fund Code Fiscal Year (e.g. FY2003). Adjustments can be made to all or any part of the ACCS – e.g. Project/Task, Organization, and Object Class.

Send the completed adjustment form to your servicing Finance Office/Administrative Service Center (ASC). Upon receipt of the completed form, your servicing Finance Office/Administrative Service Center will enter the adjustment in CAMS using the PM006 Advice of Corrections Screen to process the corrections/adjustments

Instructions for completing the Document Level Cost Adjustment Form:

Step one – Enter the information as it appears now **(FROM:)**

Adj Number – Beginning with 1, assign a number to the adjustment, both the from and to lines.

FR/TO – Enter FR for the "FROM" portion of the adjustment. Enter TO for the "TO" portion of the adjustment. Note: You can split costs from one ACCS to another or to many ACCS' as long as the total amount equals the amount paid.

Doc Number – Enter the identifying CAMS document number for this transaction. This is the Doc Number field on the AP500D Transaction Activity Report. I

If you are querying the Budget and Expense Application in the Data Warehouse, find this number by double clicking on the Expended Column for a particular month. This will take you to the Document Totals for this ACCS only Page. The *Doc Number* is the Originating Document Number.

Doc Type – Enter the identifying document type for this transaction -- e.g. TRAVNM, CONV03, PO3WAY, RECUR. This corresponds to the Doc Type field on the AP500D Transaction Activity Report. You can also find this information in the Budget & Expense Application - Document Totals for this ACCS only Page as the Originating Document Type

Source Reference No – Enter the identifying document number for this transaction. This number is the identifying number for the source document of the transaction – e.g. the travel voucher number, the contract number, the purchase order number. This corresponds to the Reference Number Block on the AP500D Transaction Activity Report. You can also find this number in the Budget & Expense Application - Document Totals for this ACCS only Page in the Reference No field

AP Trans No – Enter the identifying transaction number for the invoice payment. This number can be found by entering the Budget & Expense Application – Document Totals for this ACCS only page and clicking on View Item/MDL. The AP Trans No is located near the bottom of the page and is listed as the Trans No

Item No – Enter the item number of this transaction. An example of this would be the purchase order line item number or contract line item number. This information can be located by going to the Budget & Expense Application - Document Totals for this ACCS only Page and click on View Item/MDL. The Item No is displayed in the first column, Item.

FY - Enter the four digit Fiscal Year of this transaction. This corresponds to the FC Block on the AP500D Transaction Activity Report. In the Budget and Expense Application, the FY is displayed with the ACCS information on the Expense Details Tab. (Note: Enter **current** fund code fiscal year adjustments only. Adjustments to prior year fund code fiscal years must be entered as a Summary Level Transfer)

Project/Task - Enter the 7 digit CAMS project code of the **original** transaction and the 3 digit CAMS task code of the **original** transaction - e.g. 48M1J10/P00). This corresponds to the Project/Task Block on the AP500D Transaction Activity Report. In the Budget and Expense Application, the Project/Task is displayed as part of the ACCS information on the Expense Details Tab

Organization Code - Enter the 16 digit CAMS organization code of the **original** transaction e.g. 20-20-9265-00-00-00-00. This corresponds to the Organization Block on the AP500D Transaction Activity Report. In the Budget and Expense Application, the Project/Task is displayed as part of the ACCS information on the Expense Details Tab

Obj Class - Enter the 4-digit object class of the **original** transaction (e.g. 25-27). This corresponds to the Object Class Block on the AP500D Transaction Activity Report. In the Budget and Expense Application, the Object Class is displayed as part of the ACCS information on the Expense Details Tab

Amount - Enter the amount of the line item of the **original** transaction. This corresponds to the Paid Expense Block on the AP500D Transaction Activity Report. From the Budget and Expense Application, the amount can be found by entering the Budget & Expense Application – Document Totals for this ACCS only page and clicking on View Item/MDL. The amount is listed as the MDL Amount.

Step 2. Enter the corrected information **(TO:)**

Enter the corrected adjusted information in the following fields as appropriate.

Project/Task

Organization Code

Obj Class

Step 3 - Enter the Reason for the Adjustment, Approved by, Date, and Phone No Information

Reason for Adjustment/Notes – Enter a brief description for making the change.

Approved by: Enter the name of the authorizing official(s)

Date: Enter the date approved

Phone #: Enter the phone number of the authorizing official